



# McGREGOR & WERNER, INCORPORATED

WASHINGTON OFFICE  
1640 CONNECTICUT AVENUE

TELEPHONE  
COLUMBIA 4314

RESTRICTED

January 8, 1947

Commander Louis O. Quam  
Director, Joint Intelligence Study Publishing Board  
Tempo "L", The Mall  
Washington, D. C.

DOCUMENT NO. 19  
NO CHANGE IN CLASS. ☐  
☒ DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 29 JUL 1980 REVIEWER: 010045

Dear Commander Quam:

I have prepared the following breakdown of prices which represent the figures McGregor & Werner, Inc., would be prepared to submit to perform work on the JANIS series on a contractual basis during the fiscal year 1947 and possibly, carrying over into fiscal 1948.

## JANIS SERIES

Copy preparation to be performed on IBM  
Electromatic Proportional Spacing Machines,  
Preparation to be in 12-point Bookman Type.

1. Electromatic typing, unjustified, two columns, overall text page approximately 10 $\frac{1}{2}$  x 14"; column width approximately 5"; English language.....Per Page \$3.30
2. Electromatic, pretyping for justification, same dimensions, including character count for justification, English language.....Per Page \$4.20
3. Electromatic typing, justified, same dimensions, English language.....Per Page \$6.50
4. Partial text page, Electromatic, unjustified, basis, same dimensions, English language.....Per Sq. In. \$0.04
5. Partial text page, pretyping for justification, including character count for final justification, English language.....Per Sq. In. \$0.06
6. Partial text page, Electromatic, justified, English language.....Per Sq. In. \$0.08

JCS Declassification/Release Instructions on File

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## 7. Prices for foreign language for items 1 through 6:

Item 1	Per Page	\$6.00
Item 2	Per Page	8.00
Item 3	Per Page	12.00
Item 4	Per Sq.In.	0.07
Item 5	Per Sq.In.	0.11
Item 6	Per Sq.In.	0.14

8. Electromatic typing of tabular material including headings and footnotes.....Per Sq.In. 0.10
9. Stripping tabular material to be assembled into single table beyond measure of mechanical limitations of typing machine.....Per Full Pg. Table \$1.80  
Per Half Pg. Table 0.70
10. Setting heads, including running heads and step-down heads interspersed in text.....Per Page \$0.90
11. Setting captions for illustrations.....Per Page \$0.40
12. Page layout, including sizing and marking of illustrations, tables, inserts, figures, scaling and drawing on unjustified or justified page and stripping text material for page makeup.....Per Hour \$2.12
13. Proofreading, unjustified and /or justified page, English language.....Per Page \$0.90
14. Proofreading, unjustified and/or justified page, foreign language.....Per Page \$1.40
15. Author's alterations.....Per Hour \$2.00
16. Corner tabs for inserts.....Per tab \$0.25

Within the scope of our present operations we shall be able to produce a 100-page chapter in the JANIS series in a minimum period of four weeks and a maximum period of six weeks provided no delay occurs in reviewing the unjustified proof. If a new contract is consummated and McGregor & Werner is favorably considered to handle the work I am certain the consolidation or elimination of some of the current operations, together with the knowledge we have gained in performing work under the present contract will permit a review and check of unjustified material by the editors at our office, eliminating the necessity for submitting first proof to the JANIS editors.

Consideration should be given to the elimination of stripping headings

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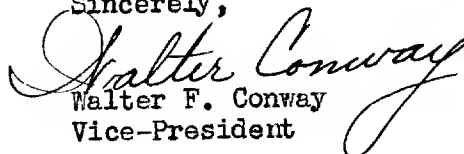
interspersed in text in the first proof (as long as the proper space allowance is considered). The headings, indicating the proper weight could be pencilled in for informative purposes. If our proofreading and grasp of style seems adequate, the editorial check of the unjustified proof should necessitate only a study of figure and table placement and reduction, general makeup, runovers, text references to tables and figures, etc. In effect this procedure would modify or eliminate some of the costs appearing in the quotations.

I am deeply grateful to you, Commander Quam, for the consideration you have shown to me in our conversations relating to the current work and, prospectively, to work we may be able to do for you and members of your staff in the future.

I shall be available on short notice, at any time I am in the city, to sit down and confer with you, with other contracting officers, Dr. Sharpe, and the members of your organization whom you think should be present to discuss costs or procedures on the current contract or the quotations contained in this letter.

Once again, thank you very much.

Sincerely,

  
Walter F. Conway  
Vice-President

WFC/DCC